



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Approve Policy Relating To Council Member Travel And Business

**MEETING DATE:** July 19, 2000

**PREPARED BY:** City Clerk


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**RECOMMENDED ACTION:** That the City Council discuss the attached recommended travel policy and adopt resolution amending the *City of Lodi Travel and Business Expense Policy and Procedures*, which was approved by the City Council on January 5, 1994.

**BACKGROUND INFORMATION:** This matter appears on the agenda pursuant to the Mayor's request. There has been a great amount of discussion recently that a policy be approved concerning Council Member travel- and business-related expenses. Mayor Mann has prepared the attached recommended policy for Council discussion, which addresses this issue.


It is recommended that, following Council discussion, the *City of Lodi Travel and Business Expense Policy and Procedures* be amended to include the matter of Council Member travel and business.

**FUNDING:** None required.

  
Susan J. Blackston  
City Clerk

SJB/jmp

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn -- City Manager



## MEMORANDUM

City of Lodi – City Hall  
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Lodi, CA 95240  
Phone: (209) 333-6702  
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**TO:** Members of the City Council

**FROM:** Mayor Stephen J. Mann

**DATE:** July 12, 2000

**SUBJECT:** Adoption of Council Travel Policy

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I would like to recommend that the City Council adopt a policy governing Council Member travel budgets. Each council member currently has an annual budget of \$5,000. In recent years, some Council Members, myself included, have exceeded their respective allotment. I continue to believe that Council Members need to do a certain amount of traveling in order to stay abreast of the dynamic changes in government and technology. I am not personally opposed to Council Members occasionally exceeding their budgets, however I believe it is time to establish some kind of policy that specifically addresses this issue.

The name of these accounts should also be changed to better reflect what expenses are being charged to them. The "travel" label seems to have become a misnomer. While most of the expenses charged to this account are indeed travel related, Council Member education (not tuition!) and the costs of business functions are also charged to these accounts. For example, tickets to seminars and official social functions are paid out of these so-called travel budgets. I would suggest that these accounts be renamed as simply "Business Expense" accounts.

The City Council should also decide what restrictions, if any, should be placed upon Council Members as far as what types of expenses are allowable, and which ones are not. Currently, there are basically no restrictions or guidelines governing Council Member expenses.

Accordingly, I respectfully request that the Lodi City Council approve the following recommendations:

- Impose a \$100 ceiling, or some other appropriate limit, upon Council Members' travel and business expenses, above which would require specific City Council approval by placing the item on a regular City Council agenda

- Budget Council Member expense accounts for a two-year period by prohibiting Council Members from exceeding the two-year budget total for their respective accounts. If a Council Member overspends one year, their account must be reduced by the amount overspent the following year, and in turn, if the Council Member under spends one year, that amount will be carried over to their second-year budget
- Establish a policy statement governing the types of expenses a Council Member may charge to the City

I am acutely aware that my proposals represent a dramatic shift from current practice. However, I believe that by adopting these policies the public's best interests will be served.

Thank you, my fellow Council Members, for your thoughtful consideration of these recommendations that have been most respectfully submitted.

RESOLUTION NO. 2000-131

A RESOLUTION OF THE LODI CITY COUNCIL  
AMENDING THE CITY OF LODI TRAVEL AND  
BUSINESS EXPENSE POLICY AND PROCEDURES

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WHEREAS, the City Council of the City of Lodi adopted the City of Lodi Travel and Business Expense Policy and Procedures on January 5, 1994; and

WHEREAS, there having been a large amount of discussion recently concerning Council Member travel and business-related expenses, an amendment to the City of Lodi and Business Expense Policy and Procedures is called for; and

WHEREAS, the following amendment is proposed:

- Budget Council Member expense accounts for a two-year period by prohibiting Council Members from exceeding the two-year budget total for their respective accounts. If a Council Member overspends one year, their account must be reduced by the amount overspent the following year, and in turn, if the Council Member under spends one year, that amount will be carried over to their second-year budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lodi does hereby amend the City of Lodi Travel and Business Expense Policy and Procedures as set forth above.

Date: July 19, 2000

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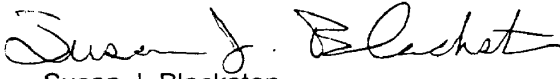
I hereby certify that Resolution No. 2000-131 was passed and adopted by the Lodi City Council in a regular meeting held July 19, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Pennino and Mann (Mayor)

NOES: COUNCIL MEMBERS – Land and Nakanishi

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
Susan J. Blackston  
City Clerk

CITY COUNCIL

STEVE MANN, Mayor  
ALLAN NAKANISHI  
Mayor Pro Tempore  
SUSAN HITCHCOCK  
KEITH LAND  
PHILLIP PENNINO

# CITY OF LODI

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**EXHIBIT E**  
H. DIXON, City Manager

JACKIE TAYLOR  
Acting City Clerk

RANDALL A. HAYS  
City Attorney

11-2

June 12, 2000

Mayor and Fellow Councilmembers

During the past week, there has been a lot of discussion regarding Councilmember's benefit package. All this centers around the absence of a clear policy regarding which benefits councilmembers are entitled to receive. It should be noted, in 1988 a memo from the City Managers Office stated "*that councilmembers may opt to receive City-paid medical, dental, and/or vision insurance.*" The memo goes on to say that councilmembers submitting enrollment forms should be treated as new hires for insurance purposes and will be eligible for CORBA continuation privileges at group rates upon separation from office in a manner similar to City employees.

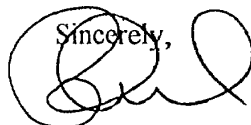
It is my understanding, that this memo, along with the approved "PERS" benefits established by the Council in 1998, sets the foundation that Councilmembers are city employees and therefore eligible for "approved" benefits.

Having said this, to help prevent any further misunderstanding I would like you to consider the following:

1. At a future meeting, the Council approve a policy establishing the appropriate benefits for City Councilmembers.
2. That a budget policy be approved that states:

*Each year in accordance with the budget, each councilmember will be appropriated an amount to be used at their discretion. The intent of these funds will be to further their knowledge, understanding, and work as a councilmember representing the City of Lodi. If a councilmember goes over the approved budget amount, a request from the councilmember shall be put on the council agenda under the consent calendar for approval by the council.*

I believe by approving these two policies, any misunderstanding could be avoided in the future. I hope each of you will concur with this recommendation and allow this to be put onto the next agenda.

Sincerely,  


Phillip Pennino  
Council Member

filed 7-19-00

### Proposed Councilmember's Budget

Annual Travel/Business Expense	\$5,000
Mayor provided additional stipend	\$1,000
League of California Cities Policy Committee	\$ 500 (approx.) pay for travel to 3 required meetings
National League of Cities Policy/Steering Committee	\$1,500 (approx.) pay for annual D.C. NLC Conference
NCPA Commissioner/Alternate	\$2,000 (approx.) pay for monthly meetings, NCPA Annual Conference or APPA Annual Conference